



ADNAN PERVEZ

Document Controller

Abu Dhabi, UAE

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CAREER OBJECTIVE

I am self-motivated person with strong creative and development skills. My objective is to be with a professionally managed and target oriented organization, having ethical products / services, with a work environment conducive for exploring my technical and administrative capacities.

EXPERIENCE SUMMARY & RESPONSIBILITIES

3YEARS (NOVEMBER 2016 to MAY 2019) (IN PAKISTAN)

Project: Extension of Super Highway to Motorway M-9 Project

3YEARS (MAY 2019 TO JAN 2022) (IN UAE)

- Project: Zayed City Commercial district infrastructure works at south spine package 1 (Tristar Engineering & Construction)
- Client: MUSSANDA
- Position: Document Controller

RESPONSIBILITIES

- Controlling all documents in accordance with the requirements of the company quality manual and related procedures.
- Receipt, scanning, filing and distribution of all incoming documents
- Updating all logs and registers of documents.
- Submission of inspection requests, material submittals, technical submittals & letters.
- Preparation, submission & filing of letters, internal memos, & document transmittals.
- Coordinating mail-shots and similar publicity tasks.
- Typing and word processing.
- Ordering and maintaining stationery and equipment.
- Photocopying and printing various documents, sometimes on behalf of other colleagues.
- Attending to front desk phone calls, e-mails & faxes.
- Organizing and facilitating site meetings.
- Handling of site petty cash expenses.
- Assisting site administrators as and when necessary

TECHNICAL QUALIFICATION

NEBOSH IGC Accredited from UK.

6 Month Certificate in Computer

6 Month Certificate in English Language

Training for (Risk assessment)

Basic First Aid (Aims Health and Safety)

COMPUTER SKILLS

AutoCAD

MSOffice (Excel, Word& PowerPoint)

Operating Systems–Windows98, 2000, XP, Windows7 Windows8 & Epromise

EDUCATIONAL QUALIFICATION

Secondary School Certificate (SSC)

BSC Degree (University of Azad Jammu & Kashmir, Muzaffarabad)

PERSONAL DETAILS

Date of Birth: 20-09-1994

Gender: Male

Nationality: Pakistani

Marital Status: Single

Visa Status: Cancel

Passport No. LY3999391

Place of Issue: Poonch AJK PAK,

Languages: English, Urdu (Mother Tongue), Hindi, Arabic

DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge and belief.

ADNAN PERVEZ